**UKS2 Teacher & English Leader – Job Description**

## Job Details

**Salary:** MPS/UPS plus TLR2 of £3390

**Reporting to:** Executive Headteacher and Head of School

**This appointment is subject to the current conditions of employment for Class Teachers as laid out in the latest School Teachers’ Pay and Conditions Document the 2010 Education Act, other current legislation and the school’s articles of Government.**

**The following job description will be reviewed annually or as necessary in the event of changes to Government legislation or the changing needs of the school. It is a description of the job to be undertaken – it does not form part of the contract of employment.**

**Batley Parish CE Primary Academy is committed to safeguarding and promoting the well-being of children and young people. Thus, this appointment is subject to DBS clearance.**

## Duties and Responsibilities – English Subject Leader:

* To provide an example of ‘excellence’ as a leading classroom practitioner, inspiring and motivating other staff.
* To sustain high expectations and excellent practice in teaching and learning throughout the school.
* To be involved in teaching and learning observations with other members of staff to raise pupils’ standards of achievement and to evaluate practice, particularly in English.
* To lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.
* To support the Head of School, Executive Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
* To be accountable for securing the highest standards of pupil achievement across the English curriculum through effective monitoring and evaluation.
* To promote a high standard of speaking, listening, writing and reading of English among colleagues.
* To demonstrate a clear understanding of systematic synthetic phonics and share this practice with colleagues.
* To formulate and review all policy documentation linked to the English National Curriculum as set out in the Academy Improvement Plan, in full consultation with the SLT and teaching staff.
* To use data analysis effectively (national, local, school data and inspection data) to inform policies, teaching and learning and whole school improvement.
* To interrogate termly data, identify areas of poor performance and take effective action to remedy and eradicate underachievement.
* To write an English action plan as part of the Academy Improvement Plan and evaluate the effectiveness of the plan on a termly basis.
* To oversee the planning of curriculum content, ensuring it is well sequenced to promote pupil progress.
* To ensure the planned curriculum is effectively and consistently implemented across the school.
* To collaborate with and support teachers in ensuring progression and continuity across year groups.
* To advise and inform staff about assessment, recording and reporting procedures within the school and new information/resources/guidance.
* To assist the Head of School/Executive Headteacher in the monitoring and evaluation of the quality of teaching and learning in English throughout the school through teaching and learning observations, team teaching and work scrutiny, where appropriate.
* To lead staff development sessions for teaching and support staff as agreed with the Head of School/Executive Headteacher, so that all staff become experts in teaching reading, spelling, grammar and writing.
* To advise and inform ECTs and other new staff about the subject policy and practice in the school.
* To attend courses and meetings as appropriate and to evaluate and report back to staff on the essential issues covered.
* To keep up to date with current trends and research.
* To audit, order, organise and allocate resources throughout the school, both in classrooms and in resources areas.
* To take an active role in organising special curriculum events as agreed with the Head of School/Executive Headteacher.
* To provide information for the Governing Board as and when needed.

## Duties and Responsibilities – Class Teacher:

**1. Set high expectations which inspire, motivate and challenge pupils**

* Establish a safe and stimulating environment for pupils, rooted in mutual respect
* Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
* Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils

**2. Promote good progress and outcomes by pupils**

* Be accountable for pupils’ attainment, progress and outcomes
* Be aware of pupils’ capabilities and their prior knowledge, and plan teaching to build on these
* Guide pupils to reflect on the progress they have made and their emerging needs
* Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
* Encourage pupils to take a responsible and conscientious attitude to their own work and study

**3. Demonstrate good subject and curriculum knowledge**

* Have a secure knowledge of the relevant subject(s) and curriculum areas
* Foster and maintain pupils’ interest in the subject, and address misunderstandings
* Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher’s specialist subject
* If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
* If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies

**4. Plan and teach well- structured lessons**

* Impart knowledge and develop understanding through effective use of lesson time
* Promote a love of learning and children’s intellectual curiosity
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
* Reflect systematically on the effectiveness of lessons and approaches to teaching
* Contribute to the design and provision of an engaging curriculum within the relevant subject area(s)

**5. Adapt teaching to respond to the strengths and needs of all pupils**

* Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
* Have a secure understanding of how a range of factors can inhibit pupils’ ability to learn, and how best to overcome these
* Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils’ education at different stages of development
* Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

**6. Make accurate and productive use of assessment**

* Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
* Make use of formative and summative assessment to secure pupils’ progress
* Use relevant data to monitor progress, set targets, and plan subsequent lessons
* Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback

**7. Manage behaviour effectively to ensure a good and safe learning environment**

* Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s

behaviour policy

* Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to involve and motivate them
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary

**8. Fulfil wider professional responsibilities**

* Make a positive contribution to the wider life and ethos of the school
* Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
* Deploy support staff effectively
* Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
* Communicate effectively with parents with regard to pupils’ achievements and well-being

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher or Head of School.*

**UKS2 Teacher & English Leader – Person Specification**

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| **CRITERIA** | **QUALITIES** |
| **Qualificationsand training** | * Qualified teacher status
* Degree
* Relevant CPD to support the English Leader role
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| **Experience** | * Experience of subject leadership
* Experience of leading whole school initiatives
* Experience of phonics and a willingness to familiarise yourself with Read, Write, Inc
* Teaching experience in Upper Key Stage Two
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| **Skills and knowledge** | * Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff
* Knowledge of effective teaching and learning strategies
* Expert knowledge of the National Curriculum, particularly the English curriculum
* Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve
* Awareness of local and national organisations that can provide support with delivering the subject
* Ability to build effective working relationships with staff and other stakeholders
* Understanding of how to adapt teaching to meet pupils’ needs
* Knowledge of guidance and requirements around safeguarding children
* Good IT skills
* Effective communication and interpersonal skills, with the ability to communicate a vision and inspire others
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| **Personal qualities** | * High expectations for all pupils and belief in bringing out the best in all
* Commitment to upholding and promoting the ethos and Christian values of the school
* Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school
* Ability to work under pressure and prioritise effectively
* Commitment to safeguarding and equality
* Ability to maintain confidentiality at all times
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